

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, JUNE 5TH, 2018**



**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL
EXECUTIVE COMMITTEE MEETING MINUTES**

**REGULAR MEETING
TUESDAY, JUNE 5TH, 2018**

The Austin Area Comprehensive HIV Planning Council Executive Committee convened in a regular meeting on Tuesday, June 5th, 2018 at City Hall, 301 West 2nd Street, Room 2003 in Austin, Texas.

Chair Justin Smith called the Board Meeting to order at 6:00p.m.

Council Members in Attendance:

Chair Justin Smith, Vice Chair L.J. Smith, Secretary Glenn Crawford, Dale Thele

Staff in Attendance: Cassandra DeLeon, Program Manager, Laura Still, Planner, Scott Lyles, Program Coordinator, Halana Kaleel, Administrative Senior

Administrative Agent: Glenn Selfe

Presenters: None

1. CERTIFICATION OF QUORUM

Chair Justin Smith established and certified Quorum.

2. CITIZEN COMMUNICATION

No Citizen Communication occurred.

3. INTRODUCTION/ANNOUNCEMENTS

No Announcements occurred.

4. MEMBERSHIP INTERVIEWS

Tabled for time being.

5. APPROVAL OF MAY 1ST, 2018 MINUTES

The minutes from the meeting of May 1st, 2018 were approved.

6. CHAIR REPORT

a. Review of Attendance Report

- Committee reviewed attendance report and found no attendance issues.

b. Review of Membership Activity Report & Updated Membership Roster

- Annual revisit of HRSA Membership Requirements will be reviewed at June's Business Meeting.
- Roger Baltazar's membership was reviewed and approved by Mayor Steve Adler.
 - o Committee recommended Roger be placed on Allocations Committee.

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- Memorandum of Understanding with Brazos Valley Council of Governments (BVCOG) outlines Ryan White Part B representation on HIV Planning Council and information sharing processes. Staff will follow up with BVCOG this issue.

7. SPRING RECRUITMENT DRIVE

- a. Council Member Emma Sinnott is assisting with efforts to recruit membership applicant from Central Health.
- b. Secretary Glenn Crawford asked about recruitment efforts with KIND Clinic.
 - Staff Scott Lyles will assist with follow up.
- c. Committee recommended recruitment/focus group with Prime Timers.
- d. Staff is making plans to have a focus group with individuals who use Ryan White Services after the Ryan White Part C visit at David Powell.

8. SUB-COMMITTEE PLANNING CALENDAR

- a. Administrative Agent Glenn Selfe reviewed timeline and process for Fy18 Reallocation and FY17 Carryover Requests with committee.
- b. Chair Justin Smith asked Glenn to request Administrative Agent to prepare allocation scenarios with outreach funding moved to early intervention services.
- c. Vice-Chair L.J. Smith added FY18 MAI Allocations to June Allocation Committee Agenda.
- d. By-laws should be ready for vote by June's Business Meeting.

9. DOCUMENT REVIEW

- a. Memorandum of Understanding
 - Committee reviewed Memorandum of Understanding.
- b. Vice-Chair L.J. Smith expressed concern about out of date materials on HIV presented at clinics and doctors' offices.
 - Recommended that council advocate for better materials.
- c. Updated Ryan White Primer
 - Committee reviewed updated Ryan White Primer.
- d. By-Laws Review
 - Committee reviewed By-Laws with City of Austin Legal edits (*See Attachment A*).
 - Recommendation adopting By-Laws with City of Austin Legal edits was approved on Chair Justin Smith's motion, Secretary Glen Crawford second on a 4-0 vote.
- e. Planning Council Promotional Sheet
 - Not ready at this time.
- f. New member orientation materials
 - Committee recommended updating the new membership orientation presentation to correlate with the materials.
 - Vice-Chair L.J. Smith recommended outlining clear communication process between council and support staff.
 - Committee will review edits to materials during July's Executive Committee Meeting.

10. HIV PLANNING COUNCIL STAFF REPORT

- a. The presentation was made by Laura Still, Planner, Austin Public Health
- b. Support Staff Scott Lyles inform the committee of the upcoming June 20th Mayor signing of Paris Agreement which will officially launch Fast Track Cities/Getting to Zero Initiative.
 - Committee was invited to attend.

11. ADJOURNMENT

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Chair *Justin Smith* adjourned the meeting at 7:32p.m. without objection.